



Online Instructions

Renewal of Physician, Osteopathic Physician, or Podiatrist License

Your MD, DO, or DPM license lapses after December 31, 2022. Licenses that are not renewed before December 31, 2022 will lapse on January 1, 2023. **There is no grace period – it is illegal to work if your License has lapsed.**

The following fees have been established for the MD, DO, or DPM biennial renewal:

- Biennial License Renewal - \$425.00 (for licenses first issued on or before December 31, 2021)
- Prorated License Renewal - \$212.50 (for licenses first issued on or after January 1, 2022).
- Inactive License Renewal - \$275.00 (for licenses first issued on or before December 31, 2021)
- Prorated Inactive License Renewal - \$137.50 (for licenses first issued on or after January 1, 2022).
- Renew as Retired Status License - \$150 (one-time fee)

Renewals postmarked on or after January 1, 2023 are required to be paper applications.

If you answer “yes” to any of the professional fitness questions in the online renewal, you will not be allowed to proceed and must submit a paper application.

PAPER APPLICATIONS:

Paper renewal applications must be mailed and will be renewed effective as of the postmark on the envelope, or if the postmark is unreadable, the date of receipt. Please be aware that processing time for paper renewals may take up to six weeks and plan accordingly. **Faxed or emailed renewal applications will not be accepted.** Return a completed, signed application to the address indicated on the renewal application with a check or money order payable to the State of Alaska, or use the credit card payment form attached to the renewal application.

EFFECTIVE DATE OF RENEWED LICENSES:

The effective date of a renewed license will be the date a complete renewal application is filed with the Division as determined by 12 AAC 02.920 and 12 AAC 02.940.

LICENSE STATUS:

If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on **December 31st** of **EVEN**-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

INACTIVE LICENSES:

You may not practice medicine or write prescriptions in Alaska with an inactive license. Before you renew your license as inactive, please carefully review regulation 12 AAC 40.033 regarding reactivation requirements.

RETIRED LICENSES:

There is a one-time fee for the remainder of the licensee's lifetime. A physician may not practice medicine on a retired license, nor must a physician meet CME requirements under a retired license. BEFORE YOU RETIRE YOUR LICENSE, please carefully review regulation 12 AAC 40.031 regarding reactivation requirements.

"YES" RESPONSES:

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and both charging and closing court documentation.

PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at *ProfessionalLicense.Alaska.Gov* under License Search.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the Division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

RANDOM AUDIT:

The Division will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on this renewal form. Please note that licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exception from Social Security Number Requirement form located at *ProfessionalLicense.Alaska.Gov* or contact the Division for a copy of the form.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the Division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the program you want to be updated on to:

REGULATIONS SPECIALIST

Email: *RegulationsAndPublicComment@Alaska.Gov*

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806

Juneau, Alaska 99811-0806